

Career Center

Transferable Skills

As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you've researched, written, edited and presented papers for classes, you've used skills that are not limited to any one academic discipline or knowledge area but are transferable to many occupations.

Review the following lists and mark all the skills you have. Then circle the 10 marked skills you would enjoy using most. Write these top 10 skills in the spaces provided and include a brief example of how you have demonstrated each skill in a job, class, internship, or extracurricular activity. You can refer back to this as you consider career options and prepare for a job search and interviews.

Human Relations

Attend to social, physical or mental needs of people

- counseling
- advocating
- coaching
- providing care
- conveying feelings
- empathizing
- interpersonal skills
- facilitating group process
- active listening
- motivating
- developing rapport
- persuading others
- being patient

Design & Problem Solving

Imagine the future, develop a process for creating it

- anticipating problems
- creating images
- designing programs
- displaying
- brainstorming new ideas
- improvising
- composing
- thinking visually
- anticipating consequences of action
- conceptualizing
- creating innovative solutions
- defining problems
- identifying possible causes
- multitasking

Communication

Exchange, transmission and expression of knowledge and ideas

- speaking effectively
- writing
- listening attentively
- expressing ideas
- facilitating discussion
- providing appropriate feedback
- negotiating
- perceiving nonverbal messages
- persuading
- describing feelings
- interviewing
- editing
- summarizing
- promoting
- working in a team
- making presentations
- thinking on one's feet
- dealing with public

Organization, Management

Direct and guide a group in completing tasks and attaining goals

- initiating new ideas
- making decisions
- leading
- solving problems
- meeting deadlines
- supervising
- motivating
- coordinating tasks
- assuming responsibility
- setting priorities
- teaching
- interpreting policy
- mediating
- recruiting
- resolving conflict
- organizing
- determining policy
- giving directions

Research & Planning

The search for specific knowledge

- setting goals
- analyzing ideas
- analyzing data
- defining needs
- investigating
- extracting important information
- gathering information
- formulating hypotheses
- calculating and comparing
- developing theory
- observing
- identifying resources
- outlining
- critical thinking
- predicting and forecasting
- conceptualizing



Your Ten Most Preferred Skills

Brief Example of How You've Used Each Skill

| Ex. | Your Ten Most Preferred Skills | Brief Example of How You've Used Each Skill |
|-----|--------------------------------|---|
| Ex. | Leading | Led the Business Oriented Women (BOW) recruitment process by marketing to potential members; resulting in an increase in applications from 70-114 |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

How do your skills and qualities match with what is important to employers?

According to the 2012 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills.

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|---|--|
| 1. Verbal communication skills | 6. Problem-solving skills |
| 2. Strong work ethic | 7. Written communication skills |
| 3. Teamwork skills (works well with others) | 8. Interpersonal skills (relates well to others) |
| 4. Analytical skills | 9. Computer skills |
| 5. Initiative | 10. Flexibility/adaptability |